

HOW TO...

Set up a letterhead

Headers and footers make letters look more polished. Rod Lawton explains how to set them up and use windowed envelopes so you don't need separate address labels

Headed stationery makes business and personal correspondence look more professional. All the main word-processing programs offer adjustable page margins, headers and footers, but may go about it in different ways. Our walkthrough shows you how it's done in Word and WordPerfect X3.

If you work for a company with its own headed paper, you're already halfway to creating professional-looking correspondence, and you can skip to Step 5. Once your headers are established, we'll show you how to position the recipient's address so your letter looks its best in a windowed envelope. Windowed envelopes are widely available in good stationery stores, and save you having to print and attach separate labels or, worse, write addresses by hand.

Finally, we'll show you how to add footers so the pages of longer letters are numbered.

1 We'll start with Word. WordPerfect users can skip to Step 3. In Word, page headers lie outside the page margins. We need to choose a top margin that positions the text of the letter underneath the window in the envelope. We've measured this at 5.5cm from the top. Go to File, Page Setup. On the Paper tab choose A4 from the Paper size menu. If you don't use this, Word may default to the US Letter size, which will mess up the measurements. On the Margins tab, set the Top margin to 5.5cm.

2 If you're not using headed stationery already, create a page header. From the View menu select Header and Footer. If you insert a great deal of text or a large graphic,

there's a danger that the header content will start pushing down the main body of the text below it. In our example, though, the 5.5cm value we've chosen for the top margin gives plenty of room. The last job here is to return to the Page Setup dialog box. Go to the Layout tab and set the Header's distance from the top of the page. Printers don't print right up to the edge, so we need to choose a good safe distance. A value of 1.5cm should be fine for most models. Word users can now skip to Step 5.

3 In WordPerfect, page headers are inserted within the main text margins. First, open the Page Setup dialog box. After setting the paper size to A4, set the top margin to the distance we want between the top of the sheet and the header. A value of 1.5cm is about right for most printers. In WordPerfect, you have to rely on the height of the header we'll insert next in order to put the text the right distance from the top of the page for windowed envelopes.

4 To create a header in WordPerfect, go to Insert, Header/Footer. The options in the dialog box can be left at their defaults as we're creating Header A. This inserts a header area where we can enter the header contents. But because this header lies within the page margins, we need to juggle its height to push the text below to the right height for the windowed envelope. We can do this using the Header/Footer Distance button on the Header/

Footer toolbar. This is where a little trial and error is needed. Print a test sheet, measure the distances and adjust the Header/Footer Distance value accordingly.

5 Once your page margins and headers are set up correctly in Word or WordPerfect, we can type in an address block below it. The number of lines that will fit within the envelope's window depends on the size of the window and the font being used. It's usually five or six lines. In our example, we've typed these in as Name, Address Line 1, Address Line 2 and so on to remind us later that all six lines must be used in order to push the main text of the letter down beyond the bottom of the window. If you don't need all six address lines, type Returns instead to leave the remaining lines blank.

6 Finally, if your letters are likely to run over more than one page, you can use a Footer to display both the page numbers and the number of pages in total. For example, in Word, you use the View, Header and Footer command again. This time scroll to the bottom of the page to edit the Footer area. Now type Page and leave a space. Then click on the Insert Page Number button on the Header and Footer toolbar. Leave another space, type 'of' and enter another space. Click on the Insert Number of Pages button. In WordPerfect, the Header and Footer toolbar has a single drop-down menu for numbers; you need the Page Number and Total Pages options. **CS**

EXPERT TIP

Instead of typing 'Address Line 1, Address Line 2' and so on into your address block, use the mailmerge fields and then save the document as a template for mailshots.

